



Florida Department of Transportation
Internship Program: Position Advertisements

Fall Semester 2016

Students interested in applying for any of the following Florida Department of Transportation **Fall Semester** positions must complete the internship application, Form 250-000-25, and email it to interns@dot.state.fl.us or fax it to (850) 414-5299 **by August 7, 2016**. Any applications received after that date will not be considered for the **Fall Semester**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act. The Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Advertisement #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990803	Central Office	This position will report directly to the Chief Safety Officer and will work with traffic crash data sets, traffic citation data sets, and traffic safety subject matter experts to track and analyze statewide data relating to the Florida Strategic Highway Safety Plan (SHSP) with the ultimate vision of driving traffic fatalities to ZERO. This position provides data analysis, data support and data processing, and system support and expertise and assists the Chief Safety Officer in the collection and technical analysis of crash data at specific sites to determine cause and types of crashes occurring.	Tallahassee	Lora Hollingsworth	Lora.Hollingsworth@dot.state.fl.us	Graduate student level skill set, study in the area of Masters in Public Administration (emphasis public safety), Civil Engineering, or a comparable combination. Ability to work independently and with groups, use Microsoft (MS) Office suite programs, including MS Access.
55990804	Central Office	Duties and Responsibilities include the following: (1) Maintain the County General Highway Maps using Geographic Information Systems; (2) Collect, compile, analyze, and record a variety of spatial data in support of the Surveying and Mapping Office; (3) Use established reference data to verify and update roadway jurisdiction (i.e. Interstate, U.S. Highway, State Road, County Road or Local Road) and highway number (where applicable).	Tallahassee	Tieng Renner	Tieng.Renner@dot.state.fl.us	Knowledge of cartography, geography, and mapping terminology Knowledge of geographic information systems (GIS) concepts. Skill in the use of geographic information systems (GIS) software for mapping purposes.
55990806	Central Office	The Central Procurement Office is responsible for acquiring professional consultant services (engineering, architecture, landscape architecture, surveying & mapping, planning, and right of way acquisition), contractual services, and commodities related to the state highway systems. The position would be responsible for providing general support and assistance within the Procurement Office. Duties and responsibilities include but are not limited to: Assist with support of Department's pilot project for electronic signatures. Perform testing on new PSI-CE Consultant Evaluation System. Compile information for various reports. Prepare contract amendments. Review cost support information, as part of contract cost analysis efforts. Perform various administrative duties for the Procurement Office. Route and distribute contract documents. Website updates. Perform other duties as assigned.	Tallahassee	Carla Perry	Carla.Perry@dot.state.fl.us	Ability to communicate effectively, both written and verbal. Ability to prepare reports and correspondence. Skilled in the following computer applications: Microsoft Office Suite. Knowledge of SharePoint. Analytical skills. Ability to work productively and professionally with others to accomplish goals. Ability to analyze and interpret data. Ability to research and solve problems. Ability to be proactive and work independently.
55990807	State Materials Office	The Bituminous section has many new and exciting opportunities for a student intern. Our section has several pieces of equipment that can be used to predict the long term performance of asphalt mixtures. Some of this equipment is relatively new and is still being implemented in the laboratory. The semi-circular beam test equipment, which is used to analyze the cracking resistance of asphalt mixtures, was recently acquired for the laboratory. There are two separate testing protocols for this equipment that are still being explored nationally. The intern would have the opportunity to help develop the testing protocol for this equipment for the Department. The Asphalt Mixture Performance Tester (AMPT) is used nationally and provides inputs for the mechanistic empirical design process. It can also be used to analyze an asphalt mixture's rutting resistance. This equipment also has the capability to perform the Texas overlay tester analysis. This test is used to analyze the reflective cracking resistance of an asphalt mixture. The indirect tension test is another performance related test for cracking in the Bituminous Laboratory. This equipment is cutting edge, and would provide challenging work for even the most advanced undergraduate student. Additionally, the intern would have the opportunity to prepare samples and assist with research on active in-house projects.	Gainesville	Wayne Rilko	Wayne.Rilko@dot.state.fl.us / (352) 955-6314	Civil Engineering students, Junior or above
55990809	District 1	Prepares and processes permit related information for scanning, organized file storage and uploading into department databases for future retrieval. Uses proper naming conventions to ensure accurate future file retrieval. Uses a variety of software applications, databases and office equipment. Records management tracking via various management systems to ensure compliance with Department procedures. Throughout the program the Permits Intern will gain familiarity with the operations of Florida Department of Transportation through full exposure to projects and processes within the Department. Perform other duties as assigned.	Ft. Myers	Victoria Peters	(239) 985-7886	Civil Engineering, sophomore, Junior, senior or graduate student with a minimum of 3.0 GPA
55990810	District 1	<ul style="list-style-type: none">• The Intern will be exposed to a varied learning experience in a professional Information Technology department.• You will gain experience in enterprise information technology support.• Exposed to the challenges of supporting a wide range of customer needs and gain exposure to the tools utilized by enterprise state agency.• Assist with the documentation of Information Technology infrastructure, assets and customers utilizing floor plans, Microsoft Active directory and third party software.• Perform basic troubleshooting technical support for computers and peripheral equipment.• Assist with software and hardware installations following FDOT policies and procedures.	Bartow	Kristi Tays	(863) 519-2655	Junior, senior or graduate students in Computer Science, Information Technology, or related field. Have familiarity with Microsoft Office. Minimum GPA 3.0

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55990812	District 1	<ul style="list-style-type: none"> • Assist with identifying plan notes that are redundant or conflict with the Standard Specifications. • Assist with ensuring that Quality Assurance of in-house and consultant prepared specifications packages is in accordance with standards, procedures, policies, formats and guidelines as set by the Florida Department of Transportation and Federal Highway Administration. • Establish or update construction cost estimates on simple and/or routine projects in the Department's Work Program utilizing the Long Range Estimating System or American Association of State Highway and Transportation Officials' Transport System. • Assist with updated construction cost estimates on all projects in the 5-year Work Program for the annual review. • Prepare post-bid evaluations on simple and/or routine projects for District projects identified on the contract bid review list. • Run the unbalanced items report, notice to contractor form and prepare other contract bid review documents necessary in accordance with Department procedures. • Obtain completed and signed documents, as required by procedure, from the appropriate personnel and/or low bid contractor. • Assist in CPM schedule development. This includes the addition or deletion of activities, changing activity durations, logic networks and modifying project or activity codes. Assist in the monthly update of active CPM schedules. 	Bartow	Melissa Slater	(863) 519-2838	Junior, senior or graduate students in Civil Engineering, Project Management, Urban Planning or related field. Minimum GPA 3.0
55990813	District 1	<ul style="list-style-type: none"> • Through one or more core projects, meetings with their mentor/supervisor/manager and participation in cross-functional educational experiences within all disciplines of Right of Way, to include Acquisition, Property Management, Relocation, Support & Valuation Services. • Throughout the program, Right of Way interns will gain familiarity with the operations of Florida Department of Transportation through you will have full exposure to projects and processes within the Department. • Exposure and interaction with local governmental decision-making will be an opportunity for students interested in future public service. • Assists the Acquisition, Property Management, Relocation, Support and Valuation Services sections of Right of Way with performing duties necessary to provide the right of way required for transportation systems development. 	Bartow	Jackie Braswell	(863) 519-2401	Junior, senior or graduate students in Civil Engineering, Project Management, Urban Planning or related field. Minimum GPA 3.0
55990814	District 2	This internship experience will focus primarily on the needs, challenges, and factors of freight transportation that influence decision making and policy development within the state and public sectors. The intern will work alongside and shadow the District Freight Coordinator (DFC) during outreach and stakeholder engagements to gain an understanding of the purpose of outreach and coordination. The intern will identify, contact and coordinate outreach efforts with a variety of public and private sector freight transportation stakeholders (e.g. manufacturers, trucking companies, distribution centers). At the end of the semester, the intern will write a 2-3 page white paper on the effects and importance of outreach in FDOT.	Jacksonville	LaTonya Walters	LaTonya.Walters@dot.state.fl.us / (386) 758-3716	Junior and above. Preference will be given to applicants with specializations in freight, trade, logistics, or transportation.
55990821	District 3	<p>This internship would be in the Maintenance section and consist of three activities:</p> <p>Bridge Inspection - Intern would be required to accompany inspection teams in the inspection of bridge structures. Intern should be able to assist in note taking, drawing sketches, using measuring devices, working with engineering reports; climb ladders; scan bridge reports; use Bridge software or other Department software.</p> <p>Permits - Intern would be required to assist in the review and administration of all permits issued by the Maintenance Department. Assist in processing permits to completion; review design standards, specifications, manuals; meet with individuals to advise them on Department policies; coordinate permit reviews with other offices at the District Office; use Department permit tracking software; scan permit documents; verbally communicate clearly on permit issues.</p> <p>Contracts - Intern would be required to assist in the administration and preparation of Maintenance Contracts. Assist others in completing specification packages for maintenance contract; drafting letters as needed; tracking contract funds; and interpreting specifications, policies and procedures. Work with District Training Coordinator to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. Participate in new employee orientation.</p>	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	Structures, Environmental, Civil Engineering students with a 3.0 GPA
55990823	District 3	This internship experience will focus primarily on the needs, challenges, and factors of freight transportation that influence decision making and policy development within the state and public sectors. The intern will work alongside and shadow the District Freight Coordinator (DFC) during outreach and stakeholder engagements to gain an understanding of the purpose of outreach and coordination. The intern will identify, contact and coordinate outreach efforts with a variety of public and private sector freight transportation stakeholders (e.g. manufacturers, trucking companies, distribution centers). At the end of the semester, the intern will write a 2-3 page white paper on the effects and importance of outreach in FDOT.	Tallahassee	Casey Grigsby	Casey.Grigsby@dot.state.fl.us	Junior and above. Preference will be given to applicants with specializations in freight, trade, logistics, or transportation.
55990824	District 3	<p>The intern will assist with processing contract invoice transmittals, both manual and electronic, travel reimbursement, Right of Way invoices, individual reimbursement, and utility invoices.</p> <ul style="list-style-type: none"> • The intern will assist with verification of appropriate codes, invoice accuracy, and proper authorization and signatures. • The intern shall assist in assuring payment compliance with all Department of Transportation policies and procedures and Florida Statutes • In daily review, monitoring, and reconciling all payments. • The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. • The intern would participate in new employee orientation. 	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	Financial, Accounting, Business Administration, Management students with a 3.0 GPA
55990826	District 4	<p>In the Traffic Operations Department the intern will be given a two-week training period with focus on basic traffic engineering functions and safety.</p> <ul style="list-style-type: none"> • The intern shall then work with staff under the supervision of an assistant department head to analyze engineering data. • Produce basic engineering reports/analyses and related documentation. • Attend meetings within the district office relevant to the work they are performing • Make presentations to his/her supervisor and other staff. • Perform other duties as assigned 	Ft. Lauderdale	Mark Plass	(863) 519-2401	Junior, senior or graduate students in Civil Engineering, Transportation or related field. Minimum GPA 3.0
55990830	District 4	<p>The internship provides a great opportunity for a student to learn about long-range planning, policy development of the FDOT.</p> <ul style="list-style-type: none"> • The intern shall have the opportunity to get involved in the Project Development & Environment process and associated reviews related to wetlands, threatened and endangered species, and cultural resources • Interns will be expected to conduct research and data analysis and assist with preparation of GIS maps and graphics for community workshops, public meetings, and agency coordination meetings, • The intern will gain familiarity with the operations of the Environmental Management and/or Planning teams through full exposure to projects and processes within the departments. Within the Environmental Department, the intern will assist with the Efficient Transportation Decision Making (ETDM) process, environmental impact analysis including environmental documentation. • The intern would assist with in-house projects in the preliminary design and engineering area. • Within the Planning Department the intern will assist with transportation planning including Metropolitan Planning Organizations and public transportation including aviation, seaports, rail, transit, intermodal and freight. The intern would assist with reviews of traffic impact studies, developments of regional impact, master-plans, and local government comprehensive plans. 	Ft. Lauderdale	Ann Broadwell	(954) 777-4325	Criteria - Senior or graduate level student in Environmental/Natural Resources, Biological Sciences, Urban Planning. Minimum GPA 3.0

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55990831	District 4	<ul style="list-style-type: none"> • Keen interest in Multi-modal planning/administration and process • The intern will learn how the Department plans and programs for alternative modes of transportation including Aviation, Seaports, Rail, Transit, Freight and Bike/Pedestrians. • The Intern will learn the grant process from project inception through project close out and develop an understanding of the coordination efforts between the Department and partner agencies. • The intern will gain an understanding of the production goals of the Department relative to the Freight Logistics and Passenger Operations (FLP) and Rail Enterprise (FRE) programs. • The intern will also have the opportunity to participate in the ongoing development of the District 4 Freight Program which includes participation in stakeholder outreach, project development/management, and internal cross-office freight team meetings. 	Ft. Lauderdale	Jeremy UpChurch	(954) 777-4279	Junior, Senior or graduate student in Transportation/logistics, Public Administration, Urban Transportation and Planning, Minimum GPA 3.0
55990834	District 5	<ul style="list-style-type: none"> The intern shall assist in the review of driveway, drainage, and utility permits. • Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. • Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. • Perform field reviews with permit coordinators. • Generate monthly permits report in Microsoft Access database. • Assist with field inspection, gathering work needs, and calculating quantities for maintenance contracts. • Assist with contract development, including developing contract scopes, drafting diagrams, reviewing contract documents as quality control, and drafting contract specifications. 	Orlando	Lorie Matthews	(386) 943-5480	Civil Engineering students (Junior, Senior or Graduate-level)
55990837	District 5	<ul style="list-style-type: none"> The intern will assist the safety and security manager with job safety protocol plan reviews. • Create tables to be used in presentations in reference with railroad accidents and incidents; • Assist the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items; • Assist the vehicle oversight department with day to day operations and inspection of sun rail vehicle fleet; • Assist management with day-to-day operations, tracking day-to-day operation activities, on time performance, customer service reports, vehicle maintenance reports and signal issues. 	Sanford	Lorie Matthews	(386) 943-5480	Civil Engineering students (Junior, Senior or Graduate-level)
55990840	District 6	The intern will develop a working understanding of the Departments Systems Planning, Statistics, Bicycle and Pedestrian and Metropolitan Planning process. The intern will assist with regional coordination research, performance measurements, systems planning, statistics applications, transit/multimodal transportation research, bicycle and pedestrian best practices, environmental screening process, and develop graphics, white papers, and reports to support the planning unit.	Miami	Lisa Colmenares	(305) 470-5386	Students in Urban and Regional Planning or Sustainability, or related field, senior or graduate student, with a minimum GPA of 3.2
55990847	District 7	<ul style="list-style-type: none"> Eager transportation engineering student to work with the Traffic Operations Office. Interested individual will work with one of the most vibrant and dynamic state agencies to address safety and mobility opportunities in the Tampa Bay region. • Review crash reports and constructing collision diagrams using Crash Data Management System. • Update District 7 fatal tracking system (20 to 30 fatal crash reports a month). Reviewing fatal crash reports, analyzing crash sites and proposing safety improvement recommendations. • Conduct various traffic & safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, etc.,. • Review crash reports and provide safety or operational recommendations. • Using available data and information, generate safety and operational improvement recommendations. This may including street lighting, median access modifications, new crosswalks, adjustments to signing & pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc. • Assist in data collection in the field. • Maintain status and organization of historical studies in District 7 SharePoint. • Compile crash data and Master reports for Work Program projects for internal and external customers. • Generate benefit/cost analysis and net present value for District 7 Design Build Push Button III contract safety projects 	Tampa	Matthew Weaver	(813) 975-6254	Junior or senior student pursuing a Bachelor's in Geography, Urban Planning, Civil Engineering, Cartography, or a closely related field with an emphasis in GIS preferred. Minimum GPA 2.8
55990847	District 7	<ul style="list-style-type: none"> Eager university student to work part time with the Safety Section of the Traffic Operations Office. Qualified candidates should have coursework or experience in engineering, urban planning/design, GIS, public administration, and/or geography. The position will work with one of the most vibrant and dynamic state agencies to address transportation safety and mobility opportunities in the Tampa Bay region. Individuals will perform the following duties: • Conduct site visits and participate in road safety audits/safety assessments/walking audits • Develop recommendations for bicycle/pedestrian safety improvements and projects on state highways • Assist in developing recommendations for improving safe access for pedestrians and cyclists to transit stop locations • Assist in developing and maintaining databases of traffic operational and roadway safety data within a Microsoft Sharepoint network. • Review uniform traffic crash reports and assist in preparing recommendations for traffic safety or operational improvements. • Update District 7 fatal tracking system (20 to 30 fatal crash reports a month). Reviewing fatal crash reports, analyzing crash sites and proposing safety improvement recommendations. • Conduct various traffic & safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, etc.,. • Using available data and information, generate safety and operational improvement recommendations. This may include street lighting, median access modifications, new crosswalks, signing & pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc. • Assist in data collection in the field. • Compile crash data and Master reports for Work Program projects for internal and external customers using the Crash Data Management System. • Generate benefit/cost analysis and net present value for rapid-response safety 	Tampa	Matthew Weaver	(813) 975-6254	Students in Civil Engineering, Urban Planning/Design, Public Administration, Geography or related field; sophomore, junior, senior, or graduate student; minimum GPA 3.2
55990848	District 7	<ul style="list-style-type: none"> Eager university student to work part time with the Safety Section of the Traffic Operations Office. Qualified candidates should have coursework or experience in engineering, urban planning/design, GIS, public administration, and/or geography. The position will work with one of the most vibrant and dynamic state agencies to address transportation safety and mobility opportunities in the Tampa Bay region. Individuals will perform the following duties: Conduct site visits and participate in road safety audits/safety assessments/walking audits, develop recommendations for bicycle/pedestrian safety improvements and projects on state highways, assist in developing recommendations for improving safe access for pedestrians and cyclists to transit stop locations, assist in developing and maintaining databases of traffic operational and roadway safety data within a Microsoft Sharepoint network, review uniform traffic crash reports and assist in preparing recommendations for traffic safety or operational improvements, update District 7 fatal tracking system (20 to 30 fatal crash reports a month), reviewing fatal crash reports, analyzing crash sites and proposing safety improvement recommendations, will conduct various traffic & safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, use available data and information to generate safety and operational improvement recommendations (This may include street lighting, median access modifications, new crosswalks, signing & pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc.), compile crash data and Master reports for Work Program projects for internal and external customers using the Crash Data Management System. generate benefit/cost analysis and net present value for rapid-response safety improvement projects or work program projects, and also assist in developing and implementing educational and encouragement programs for various types of road users. 	Tampa	Matthew Weaver	(813) 975-6254	Students in Civil Engineering, Urban Planning/Design, Public Administration, Geography or related field; sophomore, junior, senior, or graduate student; minimum GPA 3.2

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55990850	Turnpike	Work closely with Staff and Senior Accountants in the Finance, Tolls Financial Services and Property departments. Assist with general day-to-day functions, including daily and monthly tasks related to accounts receivable, daily cash entries, and processing incoming payments. Prepare property reports, decal inventory and update records. Other duties as assigned.	Ocoee	Jennifer Makin	Jennifer.Makin@dot.state.fl.us / (407) 264-3609	Accounting major. Ability to research and analyze accounting data; ability to maintain professional communication with internal and external customers. Skills in using 10-key calculator. Ability to create and use spreadsheet and word processing software, such as Microsoft Excel and Word.
55990851	Turnpike	Florida's Turnpike's Right of Way (Real Estate) Office strives to stay on top of today's business technology trends to help our office run as efficiently as possible. <ul style="list-style-type: none"> • The intern will assist with several ongoing technology initiatives and complete tasks such as configuring rules, forms, and overall functionality of technology systems; • Analyze, identify and document detailed user requirements and program features; • Formulate project plans and communicate project status and schedules to management as needed. 	Ocoee	Jennifer Makin	Jennifer.Makin@dot.state.fl.us / (407) 264-3609	Students with coursework or studies in information technology, computer science, computer engineering, business or management. Requires strong computer aptitude, problem-solving and analytical skills and abilities. Knowledge in Adobe Pro and SharePoint 2013 Online a plus.
55990854	Turnpike	The intern would have the opportunity to work in the following areas: <ul style="list-style-type: none"> • Traffic Engineering – Intern would analyze traffic operations on existing and proposed facilities using a variety of analysis software. • Technical Support – The intern would be tasked with reviewing design traffic forecasts, operational analysis, and design traffic reports. • Meetings – Since much of our time and work is contained in meetings, the intern would attend and monitor meeting activities including note taking, scheduling, support, and archiving documents. 	Ocoee	Jennifer Makin	Jennifer.Makin@dot.state.fl.us / (407) 264-3609	Junior or Senior in Civil Engineering
55990855	Turnpike	The intern would have the opportunity to work Design. The intern will assist Design Disciplines (Drainage, Roadway, Utilities, Signing/Pavement Marking, Lighting, and Structures) with project reviews, project scopes, and attend project meetings. In addition, the intern will be involved in updating a Google Earth KMZ file for Drainage. Other duties as assigned.	Ocoee	Jennifer Makin	Jennifer.Makin@dot.state.fl.us / (407) 264-3609	Engineering students, sophomore or above. Civil Engineering students are a plus.